HUMAN RESOURCES OFFICE
U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER – 10 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Web Master, FSN – 8; FP- 6**
Salary approx. Tk. 43,000+ per month)
                            Or
Trainee Web Master, FSN – 7; FP- 7
Salary approx. Tk. 37,000+ per month)

Depending on qualifications and experience incumbent may be hired at a lower trainee grade level.

OPENING DATE: **March 9, 2009**

CLOSING DATE: **March 22, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Web Master for it's Public Affairs (PA) Office.

BASIC FUNCTION: Incumbent serves as a senior assistant in the Public Affairs Section and provides advanced levels of digital information delivery

as an essential part of public diplomacy programming. Provides information technology, research, and outreach support to all Public Affairs staff. Provides a creative vision to ensure that Embassy Dhaka's public websites contain appropriate, innovative and dynamic content and layout. Develops and recommends appropriate resources to maintain Embassy Dhaka's public web sites and Internet systems for contacting high-level target audience members. Responsible for the data warehousing of strategic dissemination of information (SDI) profiles of high-level audience members. Responsible for technological public outreach, i.e. webchats, blogs, etc.

MAJOR DUTIES AND RESPONSIBILITIES:

1.   Web Site Management and Applications:

+ Designs and manages Dhaka's public web sites, including the main web site (dhaka.usembassy.gov), and the three Virtual Consulate sites. Programs database-driven web sites and applications in multiple computer languages. Ensures that the public web sites are updated daily with appropriate content and ease of navigation.

+ Maintains expert knowledge of server systems and web site design. Maintains familiarity with Internet protocols, standards, and programming languages.

+ Tests, implements, and modifies web site services, databases, or other applications such as web casts and online chats. Ensures that page designs follow Department of State's access and security guidelines. Tests new and updated web pages prior to submission for coding and linkage errors.

+ Automates web systems and coordinates with IIP's webmaster. Regularly downloads and updates information from IIP Web sites. Selects and reformats appropriate material, photographs and other graphics for use on Dhaka's web sites using specialized software applications.

+ Analyzes Dhaka web site usage statistics to identify and track audience interests and to recommend content development. Maintains system and security logs and related hardware and software documentation for the IRC Director, according to Embassy requirements.

+ Develops and manages data warehousing architecture to manage strategic dissemination of information (SDI) profiles for selected target audience members. Assists the A/V Technician and ISC staff in performing operations to ensure the network and digital services are available at all times at PAS.

2.   Press Section Support:

Translates press releases, articles and related materials from English to Bangla and Bangla to English. As necessary provide press support at PAS – sponsored media events. Works with Americans supervisors and LES colleagues to indentify potential stories for electronic media placement based on MSP goals. Monitors key Bangladeshi websites and blogs and selects, edits and translates items of likely interest to American supervisors, Senior Mission Officers and/or Washington bureaus.

QUALIFICATIONS REQUIRED:

1. **Education:** University degree in information management or computer science, journalism, international relations or a related subject. A network certification or 5 years experience as a webmaster can be substituted for a university degree.

2. **Language Proficiency:** Level IV (Fluent) in English and Bangla. Level Language proficiency will be tested at the time of selection.

3. **Prior Work Experience:** Three to five years of progressively responsible experience in the field of knowledge management. Should include two years networking experience covering local area networks, Internet protocol, web application, relational databases and Server-side scripting and content management. Demonstrated experience with VB, SQL, HTML, CSS, XML technology and JavaScript.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.

4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.

5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:
1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either **By Hand** with **No Envelope** or **FAX at 9887825.** Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.

Application Form

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

OF-612

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
                    Madani Avenue, Baridhara
                    Dhaka – 1212

POINT OF CONTACT:
Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:
1. **US Citizen Eligible Family Member (USEFM)**: Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. **Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3.   **Member of Household (MOH):** An individual accompanying a direct–hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

CLEARED BY: A/HRO: PAO: A/FMO: MGT: